



## Team Design and Completeness Guidelines

### Summary

This tool is designed to assist you in finalizing tactical designs and ensuring that all design considerations have been finalized as well as identifying the implementation of the program solution.

#### Application Guide

##### **Purpose:**

Evaluate tactical design completeness and implementation.

Determine appropriate role of management for teams and work groups.

Ensure that management supports are in place

##### **Value to the Business:**

Ensures that program teams and work groups have all available support and complete designs.

##### **When to Use:**

When designing teams and work groups.

##### **Principal Outputs, Work Products, and Deliverables:**

Team Completeness Criteria

### Introduction

This tool is designed to assist you in finalizing tactical designs focused on team type structures and ensuring that several best practices will be in place to support the teams and help improve the implementation of the program solution.

A team can be defined as a small group of people who share a common purpose and goals and are mutually accountable for results. With all the language within organizations today spouting about teams, and with many teams failing, one of the reasons for the failure rests with the completeness of the team design as well as the implementation of the program solution. This tool attempts to



document the robustness of team-based structures and test the likelihood of successful program implementation.

## Process

### 1. Complete matrix assessing completeness of the team design

- With regard to completeness, look to ensure that the tactical work unit design includes components of senior management leadership, appropriate use of teams, good team dynamics, and performance accountability.
- For each critical component, assess the completeness of the design on a scale of 1-5 (1 = high degree, 5 = low degree)
- For each major component, average the scores.

### 2. Complete matrix assessing the gap between the design and the current state

- With regard to the gap from the current state, identify the gap the tactical work unit design has against current state, including components of senior management leadership, appropriate use of teams, good team dynamics, and performance accountability.
- For each critical component, assess the design gap on a scale of 1-5 (1 = small gap, 5 = large gap)
- For each major component, average the scores.

### 3. Assess which “box” the results fall into

- Based upon the assessment of completeness and the gap from current state, identify the likelihood of implementation problems by plotting the averages within a matrix.
  - A **Small Gap** and **High Degree of Completeness** of design indicates no major problems with the design or implementation.
  - A **Small Gap** and **Low Degree of Completeness** indicates there may be problems with the design and rework can be expected.
  - A **Big Gap** and **High Degree of Completeness** indicates there may be a problem with the implementation and therefore the implementation plan may require rework.
  - A **Big Gap** and **Low Degree of Completeness** indicates there are problems with both the implementation plan and the design and major rework is required.